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DDA SUBJECT FILE COPY

10 June 1987

MEMORANDUM FOR: Deputy Inspector General for Audit

VIA: Inspector General

25X1 FROM:

[REDACTED]
Acting Director of Logistics

SUBJECT: Completion of Audit of Printing and Photography Division, OL, 1 April 1983 - 31 October 1986

REFERENCE: A. Memo for Deputy Inspector General for Audit, fm D/L, dtd 27 Feb 87, OL 11008-87, Same Subj

B. Memo for D/L fm Deputy Inspector General for Audit, dtd 22 Jan 87, Same Subj

1. Subject audit report has been reviewed and remedial action has been taken to correct the noted discrepancies. An inventory team has completed a physical inventory of the accountable property and reconciled the automated property records.

2. The five recommendations cited in Reference B have been implemented and the backlog of excess equipment has been processed for disposal.

3. A new accountable officer is now in place. With the renewal of all consolidated memorandum receipt (CMR) accounts, and the property reconciliation, Printing and Photography Division is now in compliance with the Agency's accountable property reconciliations.

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10 OL 11029-87



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S E C R E T

SUBJECT: Completion of Audit of Printing and Photography Division,
OL, 1 April 1983 - 31 October 1986

25X1 OL/P&PD (10 Jun 87)

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S E C R E T

27 February 1987

MEMORANDUM FOR: Deputy Inspector General for Audit

VIA: Inspector General

FROM: John M. Ray
Director of Logistics


SUBJECT: Report of Audit of Printing and Photography
Division, 1 April 1983 - 31 October 1986

REFERENCE: Memo for D/L fm Deputy Inspector General
for Audit, dtd 22 Jan 87, Same Subject

1. The Printing and Photography Division's (P&PD) Accountable Officer is taking immediate action to improve records and procedures for the control of accountable property and to implement the five recommendations cited in the reference. Additionally, two specialists from the Supply Division, Office of Logistics, are being detailed to P&PD to assist the Accountable Officer in the expeditious reconciliation of all the discrepancies noted in the report of audit. This reconciliation is expected to take about three weeks.

2. You will be contacted upon completion of these remedial actions so that you may verify that P&PD is in total compliance with the Agency's accountable property regulations.


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John M. Ray


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OL 11008-87 

S E C R E T

22 January 1987

MEMORANDUM FOR: Director of Logistics

VIA: Inspector General

25X1 FROM: 
Deputy Inspector General for Audit

SUBJECT: Report of Audit of Printing and Photography
Division, 1 April 1983 - 31 October 1986


1. Subject report is attached for your review. Please advise me of action taken on the recommendations.

2. The cooperation and assistance provided during the audit is appreciated.

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Attachment:
As stated

Distribution:
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REPORT OF AUDIT
Printing and Photography Division

For the Period
1 April 1983 - 31 October 1986

SUMMARY

1. During the audit period, internal controls and procedures for the custody and use of Agency resources were generally effective and in compliance with applicable regulations and directives. This report contains recommendations concerning the control of accountable property. Other administrative problems were discussed with responsible officers and resolved during the audit.

SCOPE

2. The audit included a review of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations and other pertinent directives. Logistical transactions were reviewed to determine whether documentation was in accordance with applicable regulations. Financial transactions are reviewed during the audit of the Office of the Director of Logistics.

GENERAL

3. Printing and Photography Division (P&PD) maintains and operates centralized printing and reproduction facilities at Headquarters. It also provides technical guidance and graphic and visual aid support to all Agency activities for the planning and production of publications, documents, and photographic materials originating within the Agency. In addition, P&PD is responsible for administering the Agency-wide copier management program and provides special printing services for the Agency components and other U.S. Government agencies upon request.

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